



PRINCETON UNIVERSITY

The Graduate School

# END OF ENROLLMENT

This form should be completed by the student at least one week before the effective date of termination of enrollment.

Student's Name (Print): \_\_\_\_\_  
Last Name, First, M.I. Department

Forwarding Address: \_\_\_\_\_

Reason for Termination: (Please **CHECK ONE** of the items below):

All degree requirements completed.

Date of Final Public Oral Examination (where applicable): \_\_\_\_\_

Enrollment Terminated, Degree Candidacy Continues (ET/DCC). Student has completed regular program length, and will **not** hold Dissertation Completion Enrollment (DCE) status.

Requesting Leave status for Fall 20\_\_\_\_ Spring 20\_\_\_\_; enrollment terminated.  
(Request For Leave Form attached).

Status terminated (e.g., Degree candidacy, or Visiting and Qualifying Students).

Note that for students who have come to the end of their normal period of enrollment, but who have not completed the Ph.D. degree, the M.S.E. degree or the M.A. in Near Eastern Studies degree, and will enter ET/DCC status, some benefits may continue. Library and computer privileges will continue automatically only for unenrolled, but continuing Ph.D. degree and eligible Master's degree candidates (ET/DCC) who will continue to reside in Princeton or the immediate vicinity and are still within five years of having passed their General Examination.

To assure that students receive all benefits due from fellowships or assistantships and that the proper tuition and housing charges are made, the Director of Graduate Studies, in consultation with the Academic Dean in the Graduate School Office, should set an effective date of termination and enter it in the space below.

Termination Date: \_\_\_\_\_  
(normally effective July 1, September 1, or February 1)

\_\_\_\_\_  
Signature, Student Date

\_\_\_\_\_  
Signature, Director of Graduate Studies Date

Students must visit the following offices:

1. **HOUSING OFFICE:** To establish the housing termination date (see below) residents of Butler, Lawrence, Millstone and Hibben Magie Apartments, the Graduate College, and the Annexes should go to the Housing Office, New South Building. Terminating the Food Services Contract at the Graduate College may be done at the same place.

a. Rental Housing (Butler, Millstone, Lawrence, or Hibben Magie) Termination Date \_\_\_\_\_  
Housing Office by \_\_\_\_\_ Date \_\_\_\_\_

b. Graduate College Dormitory & Annexes Termination Date \_\_\_\_\_  
Housing Office by \_\_\_\_\_ Date \_\_\_\_\_

Graduate College Food Contract Termination Date \_\_\_\_\_

Food Services by \_\_\_\_\_ Date \_\_\_\_\_

2. **LIBRARY:** When all current academic work is completed, students must go to the Circulation Desk at Firestone Library to return all library materials, pay outstanding fines, and have their University I.D. card invalidated. Graduate students who are unenrolled but continuing Ph.D. degree candidates (i.e., in ET/DCC status), who have completed the four or five years of their regular program, and who plan to live in Princeton or the immediate vicinity may retain full access and borrowing privileges for up to but no more than five years after having passed their General Examination. Eligible Master's students may have this privilege for five months. Special problems should be discussed with the Academic Dean, 113 Clio Hall.

Library by \_\_\_\_\_ Date \_\_\_\_\_

3. **LOANS and RECEIVABLES:** All financial obligations are due and payable according to the terms set forth in any contractual agreements students may have regarding housing, student loans, or other financial agreements with Princeton. A final billing statement will be issued for Student Account charges and is due upon receipt. Students can access TigerPay at any time to view and pay Student Account charges. Please note that all financial obligations must be current for students to be cleared for readmission.

4. Students are reminded that they have an obligation to return borrowed departmental and faculty property (including research materials and equipment, software, hardware, books, etc.) prior to departure from Princeton. Those who are renting furniture from the University League are also reminded to return the items.

### 5. **International Students in F-1 or J-1 Student Status and DCC**

#### **Reenrollment Recommendation Form**

Students who are recommended for Dissertation Completion Enrollment (DCE) status will be eligible to maintain F-1 or J-1 status and related benefits. Students choosing to go into ET/DCC status will no longer be eligible for student benefits after September 1 (for the academic year) or February 1 (for the Spring Term). Students in ET/DCC status who hope to work must plan well in advance to apply for and obtain permission to work, under OPT (for F visa holders) or Academic Training (for J visa holders).

#### **Leave of Absence**

Please note that F-1/J-1 students approved for a leave of absence are strongly advised to come to the Office of Visa Services to discuss the implications of the Leave on their student visa status and when they will need to depart the U.S. Once the Leave of Absence becomes effective, the student is no longer considered to be in valid F or J status (F-1 and J-1 students are REQUIRED to pursue a full course of study each semester). There is no grace period for departure from the U.S.

### **Part-time Lecturers**

If you will be receiving on-campus support as a part-time Lecturer, you need to complete a new I-9 (Employment Eligibility Verification Form) in the Payroll Office (5<sup>th</sup> floor of New South) within 3 days of beginning the position. Please make sure your ET/DCC status has been approved first and that you have been approved for OPT or AT. You should take identification documents to the Payroll Office (for example, your I-20 or IAP-66, I-94 card, passport, etc.).

**Any questions regarding immigration status may be directed to Mary Idzior in the Office of Visa Services (258-1450/idzior@princeton.edu).**

## **II. LIBRARY PRIVILEGES**

Library privileges will continue automatically for unenrolled, but continuing Ph.D. degree candidates (ET/DCC status) who (a) will reside in Princeton or the immediate vicinity and (b) are still within five years of having passed their General Examination. This privilege will also be extended to eligible M.S.E. candidates and M.A. in Near Eastern Studies degree candidates for five months.

## **III. E-MAIL AND COMPUTER ACCOUNTS ACCESS**

E-mail and computer account access on the Princeton University domain terminates one month after a graduate student *either* leaves enrolled status **or** graduates with a final degree.